

SECRET  
(When Filled In)

SPEED LETTER		REPLY REQUESTED		DATE
		YES	NO	14 March 1968
TO : Chief, RAB		FROM:		LETTER NO.
ATTN:				25X1

25X1 According to the production control chart for the Records Center Study there is an interim report due tomorrow. I notice that [redacted] suggested that you give some thought to the information you should like in these reports, etc.

Before preparing the report, I should appreciate any guidance as to type of info you need and which is meaningful and brief. I am interviewing records officers tomorrow afternoon + Monday.

[redacted] 25X1

REPLY	DATE
	14 March 1968

Ray:

Yes we should continue the Records Center Survey in accordance with [redacted] suggestions. The objectives he indicated in the opening paragraph of his comments also should be our guide for the interim reports during the Survey. 25X1

The content of such interim reports should provide both him and me with a clear picture of what you are doing and have done and how far you have progressed toward your objectives. It could indicate problems with which you need help or intervention from higher management (you want) or any areas which you feel will disrupt your time schedule.

I feel sure your experience and schooling will prompt your inclusion of other valuable type information that will help us keep abreast of your progress and alert us to any need for timely corrective actions before the point of no return may be reached. Certainly we would be pleased to have any oral comments at any time between reports.

[redacted] 25X1

SIGNATURE